

Subject: RE: Meeting Tomorrow
From: "Henna Sherzai" <@>
Date: 01/18/2017 03:01 PM
To: amendonca@ccala.org, ngriffin@downtownla.com

Hi Nick- FYI that you need to invite "Master Calendar" to meeting invites in order to reserve the conference room. I'll do it now but it wasn't booked for tomorrow.

Also- can you please send Amy the list of attendees? I can't see who's accepted.

Thanks!

From: Amy Mendonca
Sent: Wednesday, January 18, 2017 2:38 PM
To: Henna Sherzai <HSherzai@downtownla.com>
Subject: RE: Upcoming Meetings

Just a reminder: Marie's working group meeting is right before your meeting. It is scheduled to end at 2:30.

Do you have a list of attendees I can give the doorman?

Amy

From: Henna Sherzai
Sent: Tuesday, January 17, 2017 2:55 PM
To: Amy Mendonca <AMendonca@ccala.org>
Subject: RE: Upcoming Meetings

Coffee as well, please. Thanks!

From: Amy Mendonca
Sent: Tuesday, January 17, 2017 2:55 PM
To: Henna Sherzai <HSherzai@downtownla.com>
Subject: RE: Upcoming Meetings

Ok, so for Thursday's meeting I'll set up water and sodas. Anything else?

Amy

From: Henna Sherzai
Sent: Tuesday, January 17, 2017 2:53 PM
To: Amy Mendonca <AMendonca@ccala.org>
Subject: RE: Upcoming Meetings

Thanks, Amy. Tomorrow- no. Thursday- definitely. It will be a large group on Thursday, important stakeholders.


From: Amy Mendonca
Sent: Tuesday, January 17, 2017 2:48 PM
To: Henna Sherzai <HSherzai@downtownla.com>
Subject: Upcoming Meetings

Hi Henna,

As you know, you have two upcoming meetings on the calendar for tomorrow and Thursday.

Would you like me to do anything to set up for these meetings like put out drinks, etc.? Let me know!

Amy

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Amy Mendonca

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RE: Meeting Tomorrow

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